



UNITED STATES MARINE CORPS  
MARINE CORPS AIR FACILITY  
2100 ROWELL ROAD  
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO  
AFO 4050.1B  
AF 145  
31 AUG 1999

AIR FACILITY ORDER 4050.1B

From: Commanding Officer  
To: Distribution List

Subj: INVENTORY OF PERSONAL EFFECTS AND BAGGAGE

Ref: (a) MCO P4400.150D, para 5013  
(b) MCO P10120.28E  
(c) MCO P4050.38A  
(d) UM 4400-15  
(e) UM 4400-124

Encl: (1) Inventory of Government Property  
(2) Inventory of Individual Uniform Clothing  
(3) Inventory of Unserviceable Uniforms  
(4) Inventory of Personal Effects (Civilian Clothes  
(5) Format for Check-off List

1. Purpose. To promulgate instructions for the administration of personal effects and baggage for members of this organization in accordance with the provisions of references (a) through (e).

2. Cancellation. AFO 4050.1A

3. Discussion. Personal effects and baggage of personnel who cannot care for their own property by reason of unauthorized absence, hospitalization, TAD, or death, must be collected, inventoried and placed in safe storage for ultimate disposition.

4. General Information. This order is divided into four basic elements concerning inventory, storage, and disposition of personal effects and baggage. An inventory is required and will be conducted not later than 48 hours (72 if the time frame involves a holiday weekend) after receipt of information that a member is in one of the following categories:

- a. Unauthorized absentees and deserters.
- b. Hospitalized personnel
- c. Personnel on leave, TAD, etc.
- d. Deceased personnel.

5. Inventory Board. An inventory board is required at the lowest level (company, battery, etc.) of command. The commander shall appoint, in writing, a board consisting of one or more officers or SNCO's to conduct personal effects inventories as the need arises. For maximum effectiveness, these appointments should be made for a quarterly or semiannual period. The commander will ensure that the assigned members are thoroughly familiar with their duties and responsibilities. When the personal effects and baggage of a commissioned or warrant officer are being inventoried, such inventory will be accomplished by a commissioned or warrant officer. At the commander's discretion, sergeants may be authorized to conduct inventories of the personal effects and baggage of members in the grade of sergeant and below when an officer or SNCO is not readily available.

a. Unauthorized Absence/Absent Without Leave. When a member is in an unauthorized absence (UA)/AWOL status, all effects will be recovered, inventoried, and placed in a secure storage within 48 hours (72 hours if the time frame involves a long weekend) after entering into such status. In addition to the inventory procedures contained in chapter 9 of this Manual, serviceable uniform clothing will be segregated and packed separately from the other effects. (Serviceable uniform clothing does not include worn underclothing, headgear, gloves and footwear.)

## 1 Inventory of Government Property

(a) Government property includes government issued material such as flight clothing, tools, optic instruments, linen, field jackets, firearms, munitions, official publications, government-owned cameras, etc.

(b) An inventory of government property will be prepared in duplicate and signed by the Inventory Officer (see enclosure (1)). Government property will be immediately returned to the control of the Supply Officer and/or Marine Corps Property NCOIC along with the duplicate copy of the inventory. The original of the inventory will be incorporated on the document side of the individual's service record. In the event the Supply Officer/Marine Corps Property NCOIC discovers that the individual is responsible for public property which was not recovered, or is damaged, the duplicate copy of the inventory will be appropriately endorsed and forwarded to the Commanding Officer of the individual concerned to be filed in the OQR/SRB. In the

event the individual returns to his organization prior to the expiration of 90 days, the Commanding Officer will comply with the instructions contained in AFO 4431.1 concerning lost, damaged, or stolen government property. In the event the individual concerned is declared a deserter, the provisions of subparagraph 7 of this order will be followed.

(2) Inventory of Individual Uniform Clothing. Separate inventories will be required for serviceable and unserviceable items (see enclosures (2) and (3)). Include all used and/or worn undergarments, footwear, gloves and headgear as unserviceable. NAVMC Form 10154 will be prepared in quadruplicate and all copies will be signed by the Inventory Officer. In the event that no articles of individual uniform clothing are left behind or if the location of the uniform clothing is not known, a certification to that effect will be placed in the individual's service record.

(3) Inventory of Personal Effects. Inventories of personal effects such as civilian clothing, jewelry, toilet articles, radio, etc., will be prepared in quadruplicate, utilizing the bottom portion of the NAVMC Form 10154 (see enclosure (4)). All copies will be signed by the Inventory Officer.

(4) Inventory of Money. Moneys in excess of \$3.00 shall be inventoried and delivered to the Disbursing Officer to be exchanged for a U.S. Treasury check(s), payable to the unit Commanding Officer, for deceased, mission absentees, and deserters. Moneys in the amount of \$3.00 or less will be included in the inventory of personal effects as "cash" as outlined above. Checks obtained by the Commanding Officer or his direct representative will be retained for a period of 90 days. On the 90th day of absence of the individual, the checks will be endorsed in favor of the Disbursing Officer to be credited to the member's pay account. A copy of the forwarding letter will be inserted into the individual's service record. Should the individual return to the Marine Corps' control point prior to the expiration of 90 days from the date of absence, the check will be endorsed by the Commanding Officer and delivered to the individual concerned.

(5) Check-Off List. The format displayed in enclosure (5) will be utilized by the Inventory Officer and respective squadron administrative sections. This check list outlines the distribution of inventory documents, baggage identification checks, and other requirements as outlined herein. Upon

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completion, the check list will be returned to the administrative section and retained for a period of one year.

(6) Packing and Storage. All personal effects and individual uniform clothing recovered from absentees and deserters will be secured and locked in sealed containers. For example, seabags, personal trunk lockers, etc., will be banded with nylon filament tapes. Storage of personal effects in laundry bags, unlocked seabags, or unsealed cardboard boxes does not provide adequate measures of security. In no case will personal effects be stored in garrison property foot lockers or wall lockers. If no other container is available, a cardboard box should be utilized and banded with nylon filament tape to ensure security. A Marine Corps Baggage Identification Check (NAVMC Form 10241), which is in three-parts, will be prepared by the Inventory Officer for each separate container, complete with the individual's name, rank, social security number and will be distributed as follows:

(a) The top portion will be attached to the container(s).

(b) The center portion will be placed inside the baggage.

(c) The bottom portion will be inserted into the OQR/SRB

(7) Absentee and Deserter Log. A record will be maintained on all personal effects held in storage for absentees and deserters. This log will contain, at a minimum, the following information: name, rank, social security number, date of receipt, baggage check number, item description, current status, i.e., UA (AOL/AWOL), deserter, etc., and date absence commenced. This log will be kept current and up-to-date at all times and checked periodically against personnel rosters to ensure that the individual's status has not changed.

## 8 Disposition

(a) Absence without Leave Status. All personal effects will be held in storage until the member returns or 90 days.

(b) Return of Member. If the member returns prior to any other disposition of the personal effects, return the effects



to the member. Ensure that the member inventories his or her effects under supervision, and signs for receipt thereof.

(c) Absence of more than 90 days. Commencing with the 91st day of absence, the Commanding Officer will take the following action:

1 Remove all discharge certificates, promotion warrants, medals, badges and similar items from the personal effects of the individual concerned. Prepare a letter of transmittal and forward the items to the Commandant of the Marine Corps (Code MSRB). A copy of the letter will be inserted in the service record.

2 Deliver all U.S. Treasury checks to the Disbursing Officer to be credited to the member's pay account

3 Process recovered serviceable uniform clothing in accordance with the procedures contained in MCO P10120.28D, chapter 1.

4 Contact the next of kin, or legal representative, by letter to determine whether or not the personal effects (not-to-include exchange-for-cash checks or serviceable uniform clothing) will be accepted. Advise the recipient of the following:

a The responsibility for any transportation charges and payment, in advance of shipment, by money order or certified check.

b The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property shall be forwarded to the recipient to be retained or disposed of as custodian, in accordance with the laws of the state of the owner's residence.

c Should the recipient refuse to accept the personal effects, future correspondence should be addressed to the Officer-in-Charge, Personal Effects and Baggage Center, Marine Corps Base, Camp Lejeune, North Carolina 28542.

5 If the proper recipient agrees to accept delivery, ship the personal effects, less U.S. Treasury checks and serviceable uniform clothing to the recipient. The transmittal letter or document shall contain the following statement:

"The action of this installation in transmitting the property does not vest title in the recipient. Such property is forwarded to you to be retained or disposed of as custodian, in accordance with the laws of the state of owner's residence."

6 If the proper recipient cannot be determined or declines delivery/acceptance, transfer the personal effects to the Personal Effects and Baggage Center, Camp Lejeune, North Carolina 28542 (when considered more economically feasible and at the discretion of the Commanding Officer, the procedures contained in DoD 4160.21-M, chapter VI, paragraph 60, may be utilized).

7 Shipment of personal effects will be coordinated with the Head of Traffic Management Division, Marine Corps Base, Quantico, Virginia.

**b. Hospitalized Personnel**

(1) Receipt. When personnel are incapacitated by injury or disease and are admitted to a hospital or medical facility, their personal effects will be immediately recovered, inventoried, and placed in secured storage.

(a) If possible, all ambulatory patients will secure their personal effects and baggage and place them in storage prior to actual admission. The effects will either be secured in the owner's personal baggage and locked or secured in cardboard containers. All government property will be turned-in by the individual and appropriate credit given on the individual's memorandum receipt.

(b) For nonambulatory patients and other personnel unable to turn in their own personal effects, action will be taken to inventory and safeguard personal effects and credit the individual with all government property. Preparation of inventories and storage of personal effects will be accomplished in the same manner as for persons in an unauthorized absence status as outlined in paragraph 5a above. The Supply Officer and Marine Corps Property NCOIC will be notified of the inventory so that all government property on charge to the individual is accounted for.

(c) If the owner is hospitalized locally, monies and/or United States Treasury checks found among personal effects and baggage will be safeguarded until delivery can be made to the owner. Otherwise, the cash will be exchanged for a check at the

disbursing office. The check will be sent by certified mail to the Commanding Officer of the hospital for delivery to the patient. A letter of transmittal must accompany the cash explaining the circumstances. A notation will be made on the inventory as to the disposition of money or checks.

(2) Packing and Storage. Personal effects and baggage of any individual incapacitated, hospitalized, or transferred to a medical facility will be stored by the respective squadron. Each piece of luggage or container received into storage will have a NAVMC 10241, Baggage Identification Check, attached. The lower portion of the baggage check will be attached to the original of the inventory contained in the service record or given to the individual if he/she packed their own effects. The middle portion of the baggage check will be placed inside the container, and the top portion will be secured to the outside of the container.

(3) Hospitalized Personnel Log. A log will be maintained on all personal effects and baggage turned in for safekeeping. This log will also contain, as a minimum, the following: name, rank, social security number, date received into storage, baggage check numbers, item description, status, and a column for the owner's signature when he actually receipts for his personal effects or the disposition if his effects were shipped.

(4) Disposition. Commanding Officer of the individuals concerned will retain in local storage the personal effects and baggage of all personnel in their organization who have been hospitalized for periods of less than 60 days. In the event hospitalization is extended for more than 60 days, the personal effects will be delivered to the Head, Traffic Management Division, Marine Corps Base, Quantico, Virginia, for shipment at government expense to the hospital for delivery to the owner.

c. Personnel on Leave, TAD, Etc.

(1) Storage

(a) Personal effects normally will be secured in seabags or personal trunk lockers by the owner. In the case of personnel going on leave or TAD for 30 days or less and in the event no secured containers are available to store the personal effects, authority is granted to utilize garrison footlockers.

(b) The authority granted in the preceding paragraph is not applicable to the storage of personal effects of those individuals departing the organization for a period in excess of 30 days. If no secured container is available, personal effects will be stored in cardboard containers obtained from the Air Facility Supply Officer. The cardboard containers will be securely banded. Personnel departing on leave, TAD, etc., will be responsible for:

1 The delivery of all personal effects and baggage to their squadron supply room.

2 Turning in all government property and settlement of missing items prior to departure.

(2) Control

(a) General. Personal effects and baggage turned-in for storage as outlined herein will be stored by the squadron. Each piece of luggage or container received into storage will have a NAVMC 10241, Baggage Identification Claim Check, attached. The lower portion of the claim check will be given to the individual. The center of the claim check will be placed inside the container, and the top portion will be secured to the outside.

(b) Personnel of leave TAD, etc., Log. A log will be maintained of all personal effects and baggage turned in for safekeeping. This log will contain, as a minimum, the following: name, rank, social security number, date received into storage, baggage check numbers, item description, status, and a column for the owner's signature for receipt of his effects.

(c) Disposition. Personnel will normally pick up their own personal effects upon returning to their organization. Should an individual fail to return from leave/TAD on the expiration date, his personal effects and baggage will be handled in accordance with applicable portions of this order.

d. Deceased Personnel

(1) Receipts. Upon death of an individual, immediate action will be taken to recover all personal effects, baggage, and government property. Required inventories and distribution of completed inventories will be as follows:

(a) An inventory of government property will be prepared in duplicate and signed. The original of this inventory will be inserted into the individual's service record. The duplicate will be forwarded to the Supply Officer and Marine Corps Property NCOIC, along with the property recovered, for credit to the individual's memorandum receipt. In the event all government property is accounted for, the Supply Officer and Marine Corps Property NCOIC will so endorse the duplicate copy to that effect and forward it to the Commanding Officer of the individual concerned for file. In the event there are any shortages the Supply Officer and/or Marine Corps Property NCOIC will notify the Commanding Officer, Marine Corps Air Facility, requesting an investigation to determine responsibility for loss or damage to support an adjustment to the property records.

(b) The Inventory of Individual Clothing and Personal Effects (NAVMC 10154), prepared in quadruplicate, will be utilized for the inventory of items of this nature. All copies will be signed by the Inventory Officer. Upon completion, all individual uniform clothing and personal effects will be stored in a secured storage area until disposition instructions are received.

## (2) Special Instructions

(a) Every effort will immediately be made to locate all personal effects and baggage including such items as jewelry, religious articles, and other items of intrinsic or sentimental value in order that they may be properly safeguarded.

(b) Any bloodstained clothing, obscene, or other objectionable matter or contraband which could cause embarrassment to the next of kin or legal representative will be removed and disposed of as determined by the Commanding Officer.

(c) The Marine Corps Air Facility Laundry and Dry Cleaning Officer will be contacted to arrange for cleaning or laundering of the clothing recovered at government expense.

(d) All articles of clothing including undergarments, headgear, and footwear (excluding those items in paragraph 2b) will be inventoried and safeguarded.

(3) Dispositions: As soon as practicable, the following disposition will be made of personal effects and baggage of deceased personnel:

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(a) The current revision of MCO P4050.38 sets forth the procedures for disposition of personal effects and baggage of deceased personnel.

(b) If it becomes necessary for the personal effects of the deceased to be placed in safekeeping, the respective squadron will store the effects.

(c) If the deceased possessed a motor vehicle, the registration, together with a letter of transmittal requesting shipment to the next of kin, heir(s), or other proper recipient will be taken to the Head, Traffic Management Division (TMO), Marine Corps Base, Quantico, Virginia. The motor vehicle will be held pending disposition instruction from TMO.

(d) A log will be maintained of all deceased personnel's personal effects that are held for safekeeping. This log will contain the following information: name, rank, social security number, date received into storage, baggage check numbers, item description, status, and remarks column to indicate disposition.

(e) Government flight clothing recovered from the personal effects of deceased personnel will be inventoried as outlined in this order. The recovered clothing will be returned to the Supply Officer, Marine Corps Air Facility, Building 2108, for disposition as appropriate.

(f) Aviator's flight logbook contained in the effects of deceased personnel are considered to be personal property. However, prior to delivery of a flight logbook to the next of kin, it will be examined by the Commanding Officer or his designated representative to ensure removal of classified material or other matter that may prove embarrassing to the next of kin.

6. Responsibility. It is the responsibility of the Commanding Officer of the individual whose personal effects are involved to ensure compliance with the provisions of this order relative to the collection, inventory, administrative procedures, and safekeeping of personal effects and baggage. It must be recognized that the disposition of personal effects and baggage evolves primarily from actions inherent to the responsibility of the respective squadron administrative sections. The Supply Officer and Marine Corps Property NCOIC cannot properly perform

their duties unless the inventories, letter to the next of kin, and related administrative procedures are properly executed in a timely manner.

7. Reimbursement for Government Property. When an absentee is declared a deserter, it is the responsibility of the Commanding Officer of the individual concerned to contact the Supply Officer and Marine Corps Property NCOIC. The Supply Officer and/or Marine Corps Property NCOIC will coordinate with the Commanding Officer relative to the preparation of a Request for Checkage (NAVMC 6) for damaged, lost, or missing government property. The bottom of the NAVMC 6 will be annotated "DECLARED A DESERTER", dated and distributed as follows:

a. The original and three copies will be inserted into the individual's service record.

b. A copy will be maintained by the applicable Supply Officer

8. Firearms. Missing firearms will be immediately reported in accordance with AFO 5500.1A.

  
J. L. GRAHAM

DISTRIBUTION: A

# PERSONAL EFFECTS INVENTORY (4050)

NAVMC 10154 (REV. 1-91) (EF) (3-83 edition will be used)

SN: 0000-00-002-1907 U/I: 100 PER PAD

Do not use this form to inventory organizational clothing and/or government property

ORIGINATING ORGANIZATION  
MCAF, QUANTICO, VA 22134-5060

DATE  
DA/MO/YR

NAME  
I. M. MARINE

SSN  
000 00 0000

GRADE  
PVT

ORGANIZATION  
HMX-1, FLT LINE

COMPONENT  
USMC

STATUS  
AWOL

NAME OF NEXT OF KIN  
MRS. R. C. ROGERS

RELATIONSHIP  
MOTHER

HOME ADDRESS OF MARINE  
1110 BRISTOL STREET, NEW YORK, NEW YORK 16111

Below and on the reverse is a list of military and civilian articles found in the baggage of the person which was inventoried this date.

S-Serviceable		U-Unserviceable		MILITARY ARTICLES							
QUANTITY				QUANTITY				QUANTITY			
S	U	ARTICLES		S	U	ARTICLES		S	U	ARTICLES	
		BADGES, MARKSMANSHIP				HANDBAG				TROUSERS, GREEN, A/S	
		BAG, DUFFEL				HOOD RAIN				TROUSERS, GREEN, POLY	
		BELT, COAT, GREEN ALL SEASON				INSIGNIA, BOS, BLACK (ALLTYPE)				TROUSER, GREEN, WOOL	
		BELT, COAT, GREEN, POLY/WOOL				INSIGNIA, BOS, GOLD (ALLTYPE)				UNDERSHIRT	
		BELT, COAT, GREEN, WOOLSERGE				INSIGNIA, GRADE, ENLISTED, PR.				USMC DECALS	
		BELT, COAT, WHITE		1		MEDALS				WAISTPLATE, INSIGNIA	
		BOOT, COMBAT LEATHER		1		NECK TABS, COLLAR, GREEN				WAISTPLATE, PLAIN	
		BOOT, TROPICAL, HOT WEATHER		1		NECK TABS, COLLAR, BLACK					
		BUCKLE, BET		1		NECKTIE, BLUE		2		OVERCOAT, GREEN	
		BUCKLE, COAT		1		NECKTIE, K...		1		RAINCOAT, NYLON, GREEN	
		BUTTON, INSIGNIA, GOLD		1		RIBBONS, SERVICE					
		CAP, GARR, GREEN, ALL SEASON				SHIRT, LONG SLEEVE					
		CAP, GARR, GREEN, POLY/WOOL				SHIRT, SHORT SLEEVE					
		CAP, GARR, GREEN, WOOL SERGE				SHIRTWAIST, WHITE					
		CAP, COMBAT, UTILITY				SHOE, DRESS, BLACK					
		CAP, SERVICE, GREEN				SHOE, DRESSOXFORD, BLACK PR.					
		CAP, DRESS, WHITE				SHOE, DRESS, PUMP, BLACK PR.					
		CARD, ID (DD FORM 2)				SKIRT, BLUE					
		CLASP, NECKTIE				SKIRT, GREEN, ALL SEASON					
		COAT, ALL-WEATHER, GRAY				SKIRT, GREEN, POLY					
		COAT, BLUE, DRESS				SKIRT, GREEN, WOOL					
		COAT CAMOUFLAGE				SLACKS, GREEN, A/S					
		COAT, GREEN, ALL SEASON				SLACKS, GREEN, POLY					
		COAT, GREEN, POLY/WOOL				SLACKS, GREEN, WOOL					
		COAT, GREEN, WOOL SERGE				SOCKS, BLACK, PR.					
		CROWN, SERVICE CAP				SOCKS, CUSHIONSOLE, GR ORBLK					
		DRAWERS, WHITE, PR.				STOCKINGS, NYLON, PR.					
		FRAME, SERVICE CAP				SWEATER SERVICE					
		GLOVES, CLOTH, BLACK, PR.				TAG, ID					
		GLOVES, CLOTH, BLACK, PR.				TROUSERS, BLUE, PR.					
		GLOVES, LEATHER, PR.				TROU, COMBAT, CAMOUFLAGE					

## OPTIONAL ARTICLES\*

QUANTITY		ARTICLES		QUANTITY		ARTICLES		QUANTITY		ARTICLES	
S	U			S	U			S	U		
		SWEATER, SERVICE, GREEN				SWEATER, SERVICE GREEN				SWEATER, SERVICE, GREEN	
		SWEATER, SERVICE, GREEN				SWEATER, SERVICE GREEN				SWEATER, SERVICE, GREEN	
		SWEATER, SERVICE, GREEN				SWEATER, SERVICE GREEN				SWEATER, SERVICE, GREEN	
		SWEATER, SERVICE, GREEN				SWEATER, SERVICE GREEN				SWEATER, SERVICE, GREEN	

\*Optional articles of uniform clothing will be treated as civilian clothing for inventory purposes.

NOTE: PREPARED IN DUPLICATE: ORIGINAL PLACED IN SRB  
DUPLICATED COPY TO MCP (GOVERNMENT PROPERTY ONLY)

ENCLOSURE (1)



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S1 Serviceable U - Unserviceable

## MILITARY ARTICLES

QUANTITY		ARTICLES	QUANTITY		ARTICLES	QUANTITY		ARTICLES
S	U		S	U		S	U	
		BAG, LAUNDRY			MISCELLANEOUS OFF PAPERS			TOILET ARTICLES
		BELTS			MISCELLANEOUS LETTERS			TOWELS
		BOOKS			NECKTIE			TROUSERS, PR.
		BRUSHES			OVERCOAT/TOPCOAT			TRUCK, LOCKER
		CAMERA			PENS/PENCILS			TRUNKS, SWIMMING, PR.
		CARDS, MISCELLANEOUS			PHOTO ALBUM			UNDERSHIRT
		CARDS, PLAYING			PIPE			WALLET
		CIGARETTES			POLISH, SHOE			WASHCLOTHS
		DRAWERS, PR.			RADIO			WATCH
		GLASSES, EYE/SUN/ W/CASE			RAZOR			
		GLOVES, PR.			SHIRT			
		HANDKERCHIEF			SHOES, PR.			
		JACKET, COAT			SHOES, SHOWER, PR.			
		KEYS			SHOETREE			
		KIT, SEWING			SOCKS, PR.			
		KIT, TOILET			STAMP, NAME W/INK PAD			
		KNIFE			SUITCASE/CLOTHING ROLL			
		LIGHTER			SUPPORTER			
		MEDALS, RELIGIOUS, MISC.			SWEATER			
		MIRROR			SWEATSHIRT			
					TAPE RECORDER W/TAPE			

ARTICLES REMOVED TO PREVENT DAMAGE IN TRANSIT/REMARKS (Continue on plain bond paper and attach if additional space is required.)

TYPE OF CONTAINER INVENTORIED  
WALL LOCKERPACKED IN  
SEA BAGLBS.  
20PLACE INVENTORIED  
BKS 2106

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

SIGNATURE

Inventory Officer

SSGT

USMC

DATE: 1 Jan 98

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is cetrified to be correct and has been processed in accordance with current Marine Corps Orders.

Inventory Officer

USMC

DATE:

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

Inventory Officer

USMC

DATE:





S - Serviceable U - Unserviceable

## MILITARY ARTICLES

QUANTITY		ARTICLES	QUANTITY		ARTICLES	QUANTITY		ARTICLES
S	U		S	U		S	U	
		BAG, LAUNDRY			MISCELLANEOUS OFF PAPERS			TOILET ARTICLES
		BAG, OVERNIGHT			MISCELLANEOUS LETTERS			TOWELS
		BELTS			NECKTIE			TROUSERS, PR.
		BOOKS			OVERCOAT/TOPCOAT			TRUCK, LOCKER
		BRUSHES			PENS/PENCILS			TRUNKS, SWIMMING, PR.
		CAMERA			PHOTO ALBUM			UNDERSHIRT
		CARDS, MISCELLANEOUS			PIPE			WALLET
		CARDS, PLAYING			POLISH, SHOE			WASHCLOTHS
		CIGARETTES			RADIO			WATCH
		DRAWERS, PR.			RAZOR			
		GLASSES, EYE/SUN/ W/CASE			SHIRT			
		GLOVES, PR.			SHOES, PR.			
		HANDKERCHIEF			SHOES, SHOWER, PR.			
		JACKET, COAT			SHOETREE			
		KEYS			SOCKS, PR.			
		KIT, SEWING			STAMP, NAME W/INK PAD			
		KIT, TOILET			SUITCASE/CLOTHING ROLL			
		KNIFE			SUPPORTER			
		LIGHTER			SWEATER			
		MEDALS, RELIGIOUS, MISC.			SWEATSHIRT			
		MIRROR			TAPE RECORDER W/TAPE			

ARTICLES REMOVED TO PREVENT DAMAGE IN TRANSIT/REMARKS (Continue on plain bond paper and attach if additional space is required.)

TYPE OF CONTAINER INVENTORIED  
WALL LOCKERPACKED IN  
SEA BAGLBS.  
20PLACE INVENTORIED  
BKS 2106

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

SIGNATURE

SSGT

USMC

DATE:

1 Jan 98

Inventory Officer

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

Inventory Officer

USMC

DATE:

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

Inventory Officer

USMC

DATE:



AUG 1999

**PERSONAL EFFECTS INVENTORY (4050)**

NAVMC 10154 (REV. 1-91) (EF) (3-83 edition will be used)

SN: 0000-00-002-1907 U/I: 100 PER PAD

Do not use this form to inventory organizational  
clothing and/or government propertyORIGINATING ORGANIZATION  
MCAF, QUANTICO, VA 22134-5060DATE  
DA/MO/YRNAME  
I. M. MARINESSN  
000 00 0000GRADE  
PVTORGANIZATION  
HMX-1, FLT LINECOMPONENT  
USMCSTATUS  
AWOLNAME OF NEXT OF KIN  
MRS. R. C. ROGERSRELATIONSHIP  
MOTHERHOME ADDRESS OF MARINE  
1110 BRISTOL STREET, NEW YORK, NEW YORK 16111

Below and on the reverse is a list of military and civilian articles found in the baggage of the person which was inventoried this date.

S-Serviceable		U-Unserviceable		MILITARY ARTICLES		QUANTITY		ARTICLES		QUANTITY		ARTICLES	
QUANTITY		ARTICLES		QUANTITY		ARTICLES		QUANTITY		ARTICLES		QUANTITY	
S	U			S	U			S	U			S	U
		BADGES, MARKSMANSHIP				HANDBAG				TROUSERS, GREEN, A/S			
		BAG, DUFFEL				HOOD RAIN				TROUSERS, GREEN, POLY			
		BELT, COAT, GREEN ALL SEASON				INSIGNIA, BOS, BLACK (ALLTYPE)				TROUSER, GREEN, WOOL			
		BELT, COAT, GREEN, POLY/WOOL				INSIGNIA, BOS, GOLD (ALLTYPE)				UNDERSHIRT			
		BELT, COAT, GREEN, WOOL SERGE				INSIGNIA, GRADE, ENLISTED, PR.				USMC DECALS			
		BELT, COAT, WHITE				MEDALS			1	WAISTPLATE, INSIGNIA			
		BOOT, COMBAT LEATHER				NECK TABS, COLLAR, GREEN				WAISTPLATE, PLAIN			
		BOOT, TROPICAL, HOT WEATHER				NECK TABS, COLLAR, BLACK							
		BUCKLE, BET				NECKTIE, BL							
		BUCKLE, COAT				NECKTIE, KN							
		BUTTON, INSIGNIA, GOLD				RIBBONS, SERVICE							
		CAP, GARR, GREEN, ALL SEASON				SHIRT, LONG SLEEVE							
		CAP, GARR, GREEN, POLY/WOOL				SHIRT, SHORT SLEEVE							
		CAP, GARR, GREEN, WOOL SERGE				SHIRT, WAIST, WHITE							
		CAP, COMBAT, UTILITY				SHOE, DRESS, BLACK, PR.							
		CAP, SERVICE, GREEN				SHOE, DRESS OXFORD, BLACK, PR.							
		CAP, DRESS, WHITE				SHOE, DRESS, PUMP, BLACK, PR.							
		CARD, ID (DD FORM 2)				SKIRT, BLUE							
		CLASP, NECKTIE				SKIRT, GREEN, ALL SEASON							
	1	COAT, ALL-WEATHER, GRAY				SKIRT, GREEN, POLY							
		COAT, BLUE, DRESS				SKIRT, GREEN, WOOL							
		COAT CAMOUFLAGE				SLACKS, GREEN, A/S							
		COAT, GREEN, ALL SEASON				SLACKS, GREEN, POLY							
	1	COAT, GREEN, POLY/WOOL				SLACKS, GREEN, WOOL							
		COAT, GREEN, WOOL SERGE				SOCKS, BLACK, PR.							
		CROWN, SERVICE CAP				SOCKS, CUSHIONSOLE, GR OR BLK							
		DRAWERS, WHITE, PR.				STOCKINGS, NYLON, PR.							
		FRAME, SERVICE CAP				SWEATER SERVICE							
		GLOVES, CLOTH, BLACK, PR.				TAG, ID							
		GLOVES, CLOTH, BLACK, PR.				TROUSERS, BLUE, PR.							
		GLOVES, LEATHER, PR.				TROU, COMBAT, CAMOUFLAGE							

## OPTIONAL ARTICLES\*

QUANTITY		ARTICLES		QUANTITY		ARTICLES		QUANTITY		ARTICLES	
S	U			S	U			S	U		
		SWEATER, SERVICE, GREEN				SWEATER, SERVICE GREEN				SWEATER, SERVICE, GREEN	
		SWEATER, SERVICE, GREEN				SWEATER, SERVICE GREEN				SWEATER, SERVICE, GREEN	
		SWEATER, SERVICE, GREEN				SWEATER, SERVICE GREEN				SWEATER, SERVICE, GREEN	
		SWEATER, SERVICE, GREEN				SWEATER, SERVICE GREEN				SWEATER, SERVICE, GREEN	

\*Optional articles of uniform clothing will be treated as civilian clothing for inventory purposes.

NOTE: PREPARED IN QUADRUPLICATE: ORIGINALS AND COPIES HANDLED IN ACCORDANCE WITH ENCL (5).

ENCLOSURE (

30 1000  
 S Serviceable U Unserviceable

MILITARY ARTICLES

QUANTITY		ARTICLES	QUANTITY		ARTICLES	QUANTITY		ARTICLES
S	U		S	U		S	U	
		BAG, LAUNDRY			MISCELLANEOUS OFF PAPERS			TOILET ARTICLES
		BAG, OVERNIGHT			MISCELLANEOUS LETTERS			TOWELS
		BELTS			NECKTIE			TROUSERS, PR.
		BOOKS			OVERCOAT/TOPCOAT			TRUCK, LOCKER
		BRUSHES			PENS/PENCILS			TRUNKS, SWIMMING, PR.
		CAMERA			PHOTO ALBUM			UNDERSHIRT
		CARDS, MISCELLANEOUS			PIPE			WALLET
		CARDS, PLAYING			POLISH, SHOE			WASHCLOTHS
		CIGARETTES			RADIO			WATCH
		DRAWERS, PR.			RAZOR			
		GLASSES, EYE/SUN/ W/CASE			SHIRT			
		GLOVES, PR.			SHOES, PR.			
		HANDKERCHIEF			SHOES, SHOWER, PR.			
		JACKET, COAT			SHOETREE			
		KEYS			SOCKS, PR.			
		KIT, SEWING			STAMP, NAME W/INK PAD			
		KIT, TOILET			SUITCASE/CLOTHING ROLL			
		KNIFE			SUPPORTER			
		LIGHTER			SWEATER			
		MEDALS, RELIGIOUS, MISC.			SWEATSHIRT			
		MIRROR			TAPE RECORDER W/TAPE			

ARTICLES REMOVED TO PREVENT DAMAGE IN TRANSIT/REMARKS (Continue on plain bond paper and attach if additional space is required.)

TYPE OF CONTAINER INVENTORIED  
 WALL LOCKER

PACKED IN  
 SEA BAG

LBS.  
 20

PLACE INVENTORIED  
 BKS 2106

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

SIGNATURE

SSGT

USMC

DATE:

1 Jan 98

Inventory Officer

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

Inventory Officer

USMC

DATE:

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

Inventory Officer

USMC

DATE:







S - Serviceable U - Unserviceable

## MILITARY ARTICLES

QUANTITY		ARTICLES	QUANTITY		ARTICLES	QUANTITY		ARTICLES
S	U		S	U		S	U	
1		BAG, LAUNDRY			MISCELLANEOUS OFF PAPERS			TOILET ARTICLES
		BAG, OVERNIGHT			MISCELLANEOUS LETTERS			TOWELS
		BELTS			NECKTIE	1		TROUSERS, PR.
1		BOOKS			OVERCOAT/TOPCOAT			TRUCK LOCKER
		BRUSHES			PENS/PENCILS			TRUNKS, SWIMMING, PR.
		CAMERA			PHOTO ALBUM			UNDERSHIRT
1		CARDS, MISCELLANEOUS			PIPE			WALLET
		CARDS, PLAYING			POLISH, SHOE			WASHCLOTHS
		CIGARETTES			RADIO	1		WATCH
		DRAWERS, PR.			RAZOR			
		GLASSES, EYE/SUN/ W/CASE			SHIRT			
		GLOVES, PR.			SHOES, PR.			
		HANDKERCHIEF			SHOES, SHOWER, PR.			
		JACKET, COAT			SHOETREE			
		KEYS			SOCKS, PR.			
		KIT, SEWING			STAMP, NAME W/INK PAD			
		KIT, TOILET			SUITCASE/CLOTHING ROLL			
		KNIFE			SUPPORTER			
		LIGHTER			SWEATER			
		MEDALS, RELIGIOUS, MISC.			SWEATSHIRT			
		MIRROR			TAPE RECORDER W/TAPE			

ARTICLES REMOVED TO PREVENT DAMAGE IN TRANSIT/REMARKS (Continue on plain bond paper and attach if additional space is required.)

TYPE OF CONTAINER INVENTORIED  
WALL LOCKERPACKED IN  
SEA BAGLBS.  
20PLACE INVENTORIED  
BKS 2106

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

SIGNATURE

SSGT

USMC

DATE: 1 Jan 98

Inventory Officer

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

USMC

DATE:

Inventory Officer

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

USMC

DATE:

Inventory Officer

NAVMC 10154 (REV. 1-91) (EF) (BACK) NOTE: ALL COPIES MUST BE INVENTORY OFFICER.

ENCLOSURE (4)

FORMAT FOR CHECK-OFF LIST

Name (Last, First, M.I.)	Rank	SSN	Date
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Inventory of Government Property (2 copies)

- a. Original: Filed in individual's service record
- b. Copy: Forward to Marine Corps Property NCOIC with recovered property

2. Inventory of Serviceable Uniforms, NAVMC 10154 (6 copies)

- a. Original: Filed in individual's service record
- b. One copy: Retained in Marine Corps Property file
- c. One copy: Placed on the outside of container
- d. One copy: Placed inside of container
- e. One copy: Retained in the organization's file
- f. One copy: Retained by Inventory Officer

3. Inventory of Unserviceable Uniforms, NAVMC 10154 (6 copies)

- a. Original: Filed in individual's service record
- b. One copy: Retained in Marine Corps Property file
- c. One copy: Placed on the outside of container
- d. One copy: Placed inside of container
- e. One copy: Retained in the organization's file
- f. One copy: Retained by Inventory Officer

4 Inventory of Personal Effects, NAVMC 10154 (6 copies)

- a. Original: Filed in individual's service record

ENCLOSURE (5



AFO 4050.1B

11 NOV 1990

- b. One copy: Retained in Marine Corps Property file
- c. One copy: Placed on the outside of container
- d. One copy: Placed inside of container
- e. One copy: Retained in the organization's file
- f. One copy: Retained by Inventory Officer

ENCLOSURE 5